

DEPARTMENT OF DEFENSE
HEADQUARTERS UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 25-52

31 March 2005

Effective date: 01 May 2005

**Information Management: Records Management
RELEASE OF INFORMATION**

FOR THE COMMANDER:

OFFICIAL:

D. R. O'Brien
Deputy Commander/Chief of Staff

/SIGNED/

SALLY J. HALL
Lieutenant Colonel, United States Army
Command Executive Officer

DISTRIBUTION:

A (Electronic only publication)

Summary. This regulation establishes policies and procedures for the release of personal and/or agency information under the jurisdiction of the United States Military Entrance Processing Command (USMEPCOM). This regulation also prescribes USMEPCOM Form 25-52-1-R-E (Privacy Act Information for Desk Top).

Applicability. This regulation applies to USMEPCOM personnel handling and releasing personal and/or agency information.

Supplementation. Supplementation of this regulation and establishment of forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MCEA-SS. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions. The Army management control checklist is found in Army Regulation (AR) 25-55 (Freedom of Information Act), appendix H.

*This regulation supersedes USMEPCOM Supplement 1 to AR 340-21, 2 June 1987.

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations	1-3	1-1
Responsibilities	1-4	1-1
Relationship between the Freedom of Information Act (FOIA) and the Privacy Act (PA)	1-5	1-2
Additional duty appointments	1-6	1-2
FOIA/PA training	1-7	1-2
Chapter 2		
Requesting Records		
Letter of acknowledgment	2-1	2-1
Medical records	2-2	2-1
Disclosure to third parties	2-3	2-1
USMEPCOM Inspector General (IG) records	2-4	2-1
Chapter 3		
Collecting and Disclosing Personal Information		
Privacy Act Statement (PAS)	3-1	3-1
USMEPCOM system of records notices	3-2	3-1
USMEPCOM Form 25-52-1-R-E (Privacy Act Information for Desk Top)	3-3	3-1
Chapter 4		
Filing, Tracking, and Transmitting Requested Information		
Filing requirements	4-1	4-1
FOIA/PA tracking log	4-2	4-1
Transmitting personal information by electronic media	4-3	4-1
Appendix		
A. References		
Glossary		

Chapter 1

General

1-1. Purpose

This regulation establishes policies and procedures for the release of personal and/or agency information under the jurisdiction of the United States Military Entrance Processing Command (USMEPCOM).

1-2. References

References are listed in appendix A.

1-3. Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Commander, USMEPCOM, will ensure information maintained by USMEPCOM is released according to the Freedom of Information Act (FOIA), the Privacy Act (PA) of 1974, and this regulation.

b. Sector and military entrance processing station (MEPS) commanders will designate, in writing, a primary and alternate FOIA/PA officer to execute FOIA and PA programs at their level.

c. USMEPCOM FOIA/PA Officer will—

(1) Manage the FOIA and PA programs.

(2) Process FOIA/PA requests received at the headquarters and from sectors and MEPS.

(3) Check Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) automated and manual systems to ensure they are in compliance with PA guidelines.

(4) Maintain and update the FOIA/PA officers' points of contact list.

(5) Accomplish reporting requirements as required by Headquarters, Department of the Army (HQDA).

(6) Assist USMEPCOM personnel with Privacy Act Statement (PAS) for forms, form letters, etc.

(7) Provide annual FOIA/PA training to HQ USMEPCOM personnel.

(8) Update this regulation as needed.

d. Deputy Command Legal Counsel, HQ USMEPCOM, will serve as the alternate USMEPCOM FOIA/PA Officer in the absence of the USMEPCOM FOIA/PA Officer. Provide legal assistance to USMEPCOM personnel as needed.

e. Inspector General, USMEPCOM, will forward Inspector General (IG) documents according to Army Regulation (AR) 20-1 (Inspector General Activities and Procedures), chapter 3.

f. USMEPCOM Information Systems Program Manager, HQ USMEPCOM, will ensure personal and sensitive information in computer systems/databases is in compliance with the PA.

g. Sector and MEPS FOIA/PA officers will—

- (1) Process acknowledgment letters for FOIA/PA requests.
- (2) Forward all FOIA/PA requests to the USMEPCOM FOIA/PA Officer.
- (3) Check automated and manual systems to ensure they are in compliance with the FOIA and PA.
- (4) Assist staff elements with PAS for forms, form letters, etc.
- (5) Provide FOIA/PA training to their personnel.

h. MEPS files room personnel will seek guidance from their FOIA/PA officer before releasing documents.

i. USMEPCOM personnel will release information according to FOIA and PA.

1-5. Relationship between the Freedom of Information Act (FOIA) and the Privacy Act (PA)

FOIA requests are processed the same as PA requests. Recipients of FOIA and PA requests will immediately forward requests to the appropriate FOIA/PA officer for action. The guidance in the following paragraphs is unique to USMEPCOM. The guidance in this regulation is not inclusive in nature. Users are required to follow this regulation according to AR 25-55 (Freedom of Information Act) and AR 340-21 (The Army Privacy Act Program).

1-6. Additional duty appointments

FOIA/PA officer duties are an additional duty at sectors and MEPSs. Sector and MEPS commanders will designate the FOIA/PA officer according to the guidelines prescribed in USMEPCOM Regulation 600-8 (Additional Duty Appointments/Position Descriptions). Forward a copy of the signed additional duty appointment memorandum to the USMEPCOM FOIA/PA Officer at HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, or fax it to 847-688-6867 (DSN 792).

1-7. FOIA/PA training

Improper release of information can be harmful to the individual releasing the information, personnel the record pertains to, and USMEPCOM. FOIA/PA officers will provide, at least annually, FOIA/PA training to all personnel in their level of responsibility.

Chapter 2

Requesting Records

2-1. Letter of acknowledgment

a. HQ USMEPCOM. The USMEPCOM FOIA/PA Officer will prepare the letter of acknowledgment to the requester within 20 workdays after receiving the request. This applies only to requests sent directly to HQ USMEPCOM from individuals other than the sector and MEPS FOIA/PA officers.

b. Sector. The sector FOIA/PA officer will prepare the letter of acknowledgment to the requester within 20 workdays after receiving the request. The letter will specify that the request has been received and forwarded to higher headquarters for action. Forward a copy of the request and letter of acknowledgement to the USMEPCOM FOIA/PA Officer, HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094, or fax it to 847-688-6867 (DSN is 792). The action will be completed by the USMEPCOM FOIA/PA Officer. Prior to forwarding documents, notify the USMEPCOM FOIA/PA Officer in writing or by telephone.

c. MEPS. The MEPS FOIA/PA officer will prepare the letter of acknowledgment to the requester within 20 workdays after receiving the request. The letter will specify that the request has been received and forwarded to higher headquarters for action. Forward a copy of the request and letter of acknowledgment to the sector FOIA/PA and USMEPCOM FOIA/PA Officer, HQ USMEPCOM, ATTN: MCEA-SS, 2834 Green Bay Road, North Chicago, IL 60064-3094, or fax it to 847-688-6867 (DSN is 792). The action will be completed by the USMEPCOM FOIA/PA Officer. Prior to forwarding documents, notify the USMEPCOM FOIA/PA Officer in writing or by telephone.

2-2. Medical records

Requests for medical records will be processed as follows:

a. Requests made in person. Medical records will not be released until a PA review has been accomplished by the FOIA/PA officer. The FOIA/PA officer will coordinate with the MEPS physician as required. If records are releasable, proper identification is required (e.g., drivers license, school ID, etc.).

b. Requests made in writing. Written requests from applicants, employees, former military personnel, lawyers, etc., will be forwarded to the appropriate FOIA/PA officer. Written requests for personal information will contain the requester's signature. When there is no requester's signature, the acknowledgement letter will indicate that a new request with a signature is required. Medical records will not be released until a PA review has been accomplished by the FOIA/PA officer. The FOIA/PA officer will coordinate with the MEPS physician as required.

2-3. Disclosure to third parties

Immediately forward written requests for information to the appropriate FOIA/PA officer for action. Individuals releasing information on a routine basis will adhere to FOIA/PA according to this regulation, AR 25-55, and AR 340-21.

2-4. USMEPCOM Inspector General (IG) records

The only forwarding official for USMEPCOM IG records is the Department of the Army (DA) Inspector General. Requests for USMEPCOM IG records will be sent to the Inspector General's office (MIG) HQ USMEPCOM. The USMEPCOM FOIA/PA Officer will forward FOIA requests for USMEPCOM IG records to MIG. MIG personnel will reply to the requester when there are or are not records. File a copy of the reply under file number 20-1e; disposition in appendix A, section VI. MIG personnel will provide a copy of the reply to the USMEPCOM FOIA/PA Officer (MCEA-SS). When there are records, MIG personnel will forward the documents to the Records Release Office, HQDA (ATTN: SAIG-ZXR), 2511 Jefferson Davis Highway, Arlington, VA 22202-3912. USMEPCOM IG personnel will forward IG

records according to AR 20-1, chapter 3. MIG personnel may send records by e-mail or facsimile. Records sent by e-mail or facsimile will contain the following statement, which will precede the information being sent:

“INSPECTOR GENERAL SENSITIVE INFORMATION-FOR OFFICIAL USE ONLY:

The information contained in this e-mail, facsimile, and any accompanying attachments may contain Inspector General sensitive information and is predecisional, which is protected from mandatory disclosure under the Freedom of Information Act, Title 5, United States Code, Section 552. It will not be released to unauthorized persons. If you are not the intended recipient of this information, any disclosure, copying, distribution, or the taking of any action in reliance on this information is prohibited. If you received this e-mail or facsimile in error, please notify the USMEPCOM Inspector General immediately by return e-mail or facsimile, or by calling 847-688-2448.”

Chapter 3

Collecting and Disclosing Personal Information

3-1. Privacy Act Statement (PAS)

Local forms and documents used to collect personal data from an individual will contain a PAS. Proponents of forms/documents will develop the PAS, as required, and seek legal counsel, as necessary, to validate the statutory authority of the PAS. The PAS will be legally accurate regarding the consequences on persons for not providing the requested data. Automated systems used to collect personal information may contain an electronic PAS within the system or have a visible poster next to the system. The PAS will be reviewed and approved by the FOIA/PA officer.

3-2. USMEPCOM system of records notices

System of records notices are documents published in the Federal Register to inform the public of the records the Army maintains on them. The public may request access or amendment to the records. USMEPCOM system of records notices published in the Federal Register are A601-270USMEPCOM DOD and A601-222USMEPCOM. HQ USMEPCOM proponents of system of records notices A601-270USMEPCOM DOD and A601-222USMEPCOM will ensure their notice is up to date. Changes to a notice will be sent through the USMEPCOM FOIA/PA Officer to HQDA FOIA/PA Office for approval to update and publish in the Federal Register.

3-3. USMEPCOM Form 25-52-1-R-E (Privacy Act Information for Desk Top)

USMEPCOM Form 25-52-1-R-E will be placed on top of each working desk top. It is used as a quick reference to identify what type of personal information an individual can release when the requester verbally requests personal information pertaining to USMEPCOM personnel. The form is available electronically only at <https://mepnet.mepcom.army.mil> (official USMEPCOM publications/forms intranet Web site) and <http://www.mepcom.army.mil> (USMEPCOM publications/forms Internet Web site).

Chapter 4

Filing, Tracking, and Transmitting Requested Information

4-1. Filing requirements

File the original request, a copy of the reply granting access or denying access to all or part of the requested information, stating inability to identify records or nonexistence of requested records, and indicating fees charged; and related information file documents under file number 25-55a2 as applicable. See appendix A, section VI, for disposition.

4-2. FOIA/PA tracking log

Sector and MEPS FOIA/PA officers will establish a tracking log to track FOIA requests sent to the USMEPCOM FOIA/PA Officer for action. The log will include, at a minimum, date the request was received, name of the requester, brief description of the request, date request was forwarded to the USMEPCOM FOIA/PA Officer, and date the request was finalized. The USMEPCOM FOIA/PA Officer will acknowledge receipt via e-mail. The USMEPCOM FOIA/PA Officer will forward a copy of the final reply only to the appropriate FOIA/PA officer via e-mail. The USMEPCOM FOIA/PA will use the tracking software directed by the DA FOIA/PA office.

4-3. Transmitting personal information by electronic media

Documents containing personal and/or restricted information must be protected when transmitting them electronically by e-mail or facsimile.

Note: Unless requested by the USMEPCOM FOIA/PA Officer, do not send original documents by regular mail. When original documents are requested by the USMEPCOM FOIA/PA Officer, send by regular mail; DO NOT write verbiage on the envelope that implies the documents are sensitive. For guidance on transmitting IG records by e-mail or facsimile, see paragraph 2-4.

a. E-mail and facsimile. Place the following message before the document containing personal and/or restricted information:

“IMPORTANT MESSAGE

This message is only for the individual(s) and/or entity(ies) for which it is addressed. The attached documents may contain information that is privileged, confidential, and exempt from disclosure under applicable laws. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the recipient, you are hereby notified that any copying and distribution of the attached documents is strictly prohibited.

If you have received this communication in error, please contact the originator immediately for further guidance. If the originator does not respond within 2 business days, please return all documents (via the United States Postal Service) to:

Headquarters, U.S. Military Entrance Processing Command
ATTN: MCEA-SS (USMEPCOM FOIA/PA Officer)
2834 Green Bay Road
North Chicago, IL 60064-3094”

b. Computer systems/databases. The computer security officers will comply with PA guidelines established in this regulation, AR 340-21, and AR 25-1 when releasing personal and/or restricted data by computer systems/databases.

Appendix A

References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.adp.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>)

GSA and Standard Forms

(<http://www.gsa.gov/Portal/gsa/ep/formsWelcome.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>)

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 20-1

Inspector General Activities and Procedures. Cited in paragraph 1-4e.

AR 25-55

Freedom of Information Act. Cited in paragraph 1-5.

AR 340-21

The Army Privacy Program. Cited in paragraph 1-5.

USMEPCOM Reg 600-8

Additional Duty Appointments/Position Descriptions. Cited in paragraph 1-6.

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to comply with this regulation.)

Related Publications

AR 25-400-2

The Army Records Information Management System (ARIMS)

A601-270USMEPCOMDOD

U.S. Military Processing Command Integrated Resources System (USMIRS)

http://www.defenselink.mil/privacy/notices/army/A0601-270_USMEPCOM_DoD.html

A601-222USMEPCOM

Armed Services Military Accession Testing

http://www.defenselink.mil/privacy/notices/army/A0601-222_USMEPCOM.html

Section III (Publications prescribed by this regulation.)

Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)
Required Forms

None

Section V (The forms prescribed by this regulation.)
Prescribed Forms

USMEPCOM Form 25-52-1-R-E
Privacy Act Information for Desk Top. Cited in paragraph 3-3.

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Prescribed File Numbers

20-1e

IG investigations and inquiries involving non-senior officials (Unsubstantiated Allegations), and Assistance cases. Cited in paragraph 2-4.

KE3. Event is case is closed. Keep in CFA until event occurs, then destroy 3 years after the event.

25-55a2

FOIA requests, access, and denials. Cited in paragraph 4-1.

KE6. Event is after date of reply. Keep in CFA until event occurs; destroy 6 years after event. If appealed, withdraw and file under 25-55c1 or 25-55c2.

Glossary

AR

Army regulation

DA

Department of the Army

FOIA

Freedom of Information Act

HQDA

Headquarters, Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IG

Inspector General

MEPS

military entrance processing station

PA

Privacy Act

PAS

Privacy Act Statement

USMEPCOM

United States Military Entrance Processing Command